



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

Title IV, Part A, Section 4126  
Community Service Grant Contract



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF PUBLIC INSTRUCTION

### Worksheet: Timeline of Critical Activities

**Instructions:** This worksheet is designed to help you plan and monitor progress in the completion of critical activities for your community service grant project. Please complete the worksheet and submit a copy with your semi-annual report.

	Person(s) responsible	Suggested completed date(s)	Planned completion date(s)	Completion date(s)
1. Needs assessment		04/05/04		
2. Collect baseline data on suspensions, expulsions, and other outcome indicators.		10/04		
3. Goals/objectives		04/05/04		
4. Budget (if required by MDE)		04/05/04		
5. Develop service agreement(s) and plan(s) with community site(s)				
6. Develop evaluation plan (with help from eval. consultant)				
7. Train personnel				
8. Implement strategies/programs				
9. Monitor progress in meeting stated goals/objectives		Monthly		
10. Collect follow-up data on suspensions, expulsions, and other outcome indicators.		5/04		
11. Other:				